

**TOWN OF NORTHFIELD
BOARD OF SELECTMEN
Minutes of May 7, 2007**

- I. **ROLL CALL:** Selectboard Chair Melvin Adams, Selectmen Kenneth Johnson, Roger LeClair, Charles Morse, and Gregory Sanders. Also present were Town Manager Nanci Allard, Board of Recreation Chair Sally Davidson, Arlington Supplee, Lynn Doney, Jeffrey Shaw, James Wilson (Village Trustee), Christine Blake, and Kathleen Lott (*Northfield News & Transcript*).

Chair Adams called the meeting to order at 7:04 p.m.

II. **APPROVAL OF MINUTES**

- a. **April 23, 2007 (Regular Meeting).** Motion by Selectman Johnson, seconded by Selectman LeClair, to approve the minutes of April 23, 2007. **Motion passed 5-0-0.**
- b. **May 3, 2007 (Special Meeting).** Motion by Selectman Johnson, seconded by Selectman Sanders, to approve the minutes of May 3, 2007. **Motion passed 3-0-2, with Selectmen Adams and Morse abstaining.**

III. **APPROVAL OF BILLS**

- a. **Warrant #22-07.** Motion by Selectman LeClair, seconded by Selectman Morse, to approve Warrant #22-07 in the amount of \$38,547.77. Manager Allard noted that the Accounting Department had corrected a mistake on Page 2. **Motion passed 5-0-0.**

IV. **PUBLIC PARTICIPATION**

- a. **Arlington Supplee, Northfield CVRPC Representative.** Mr. Supplee was recently appointed as Northfield's representative to the Central Vermont Regional Planning Commission and, at Chair Adams' request, would like to report on their latest meetings. One issue that the Development Committee has been reviewing is growth impact in the region and it has suggested increases in the amount of affordable housing in each town. The goal for Northfield is over five hundred (500) dwellings by 2020. There has been some debate over whether the CVRPC should be able to reject the Town Plan of any community that does not take steps to meet these goals. The wording subsequently was changed from "will" to "may" reject. The Northfield Planning Commission has been tasked to revise its Municipal Plan within two (2) years in order to implement this goal. Another recent issue is revisions to the flood plain maps. Northfield was supposed to receive revised maps by the end of April 2007 and report back to FEMA by the end of June 2007. The maps have not been sent yet but should be here by the end of the month; the deadline for response has been extended to six (6) months after receipt. Mr. Supplee has seen errors on the old maps and is sure that the new maps will need to be reviewed carefully. Also, those persons whose property has been reclassified will need to be contacted soon so that they can update their homeowner's insurance.
- b. **Sally Davidson, Recreation Board Chair: Memorial Park Rent Agreement.** Ms. Davidson would like the Board to approve the rent agreement between the Board of Recreation and the Northfield Boys & Girls Club that would allow them to rent space at the Memorial Park, erect a tent, use the pool facilities, etc. for a flat fee of \$750. The rent last year was \$500 but this has been raised as there is an anticipated increase in the numbers of boys and girls taking part this year. Selectman Morse asked if it were possible to charge per head rather than charge a flat fee. Selectman LeClair stated that the numbers of youths in the program fluctuates over the summer so this would not be practical. Motion by Selectman Johnson, seconded by Selectman Sanders, to approve the Memorial Park Rent Agreement as drafted by the Board of Recreation with the flat fee of \$750. **Motion passed 5-0-0.**

Ms. Davidson also wanted the Board to approve the Municipal Pool Schedule & Fees for the 2007 Summer Season. Since the pool use fees have not been increased since the 2001, there will be a slight increase this year to reflect higher labor and material costs, etc. Also, the term “family” has been specifically defined as immediate family members only. Ms. Davidson also asked that the money for swim lessons only be collected at the Town Clerk’s office (where, presumably, Northfield residency could be confirmed). Previously, the money could be paid at the pool as well. Manager Allard stated that Town Clerk Kim Pombar had concerns about this change, as some parents might expect her to answer questions about the lessons themselves, expect her to track their children’s whereabouts, etc. Ms. Davidson said that she only wanted the Town Clerk to take the money; any questions would be directed to the pool staff. Motion by Selectman Morse, seconded by Selectman LeClair, to approve the Municipal Pool Schedule & Fees for the 2007 Summer Season (as presented by the Board of Recreation). **Motion passed 5-0-0.**

Ms. Davidson stated that the Board of Recreation also is working on a fee schedule for charging for use of the pool facilities by private groups (with lower fees charged to non-profit organizations). The Board asked that this fee schedule be ready later this fall so that it will be available when the Board begins reviewing the budget for the next fiscal year. The Board of Recreation also is working to revise the manner in which the ball fields are scheduled.

Ms. Davidson also announced that ballroom dancing lessons have been scheduled at the Comiskey Gym on Monday evenings from September 10 to October 29, 2007. As this will be limited to seven (7) couples or fourteen (14) individuals, please sign up soon.

V. MANAGER’S REPORT

a. Status Reports: Various Projects

1. **Northfield Rotary Club.** Manager Allard wanted to thank the Rotarians for their \$250 donation towards purchasing plantings at the two (2) “Welcome to Northfield” signs.

VI. SELECTBOARD

- a. **Grand Juror Appointment.** The Board interviewed three (3) candidates for the vacant position (Lynn Doney, Lawrence Garland, and Jeffrey Shaw). Chair Adams first reviewed the responsibilities of the Grand Juror, which have changed greatly in recent years. Chair Adams sees the position now as primarily that of a Town Ombudsman, who would act as an impartial go-between on behalf of private citizens who feel that local governmental officials or agencies have been non-responsive to their concerns. The candidates were asked individually about their qualifications and how they would respond to a certain scenario in which the Grand Juror was contacted by a resident in order to deal with a sensitive matter. After each candidate had been interviewed, Chair Adams stated that the Board would later go into executive session and discuss this matter before making a decision (see below).
- b. **Municipal Education Grant Program.** Zoning Administrator Michele Braun has asked for the Board’s authorization to spend \$350 on a two-hour training session on land use planning and regulation for herself and the Planning Commission. The training session would take place on Monday, June 18, 2007 (the Planning Commission’s regular meeting time.) Motion by Selectman Morse, seconded by Selectman LeClair, to authorize the expenditure and have the Manager to sign the application form. **Motion passed 5-0-0.**
- c. **Safe Routes to Schools.** The Town received further information from the Agency of Transportation regarding applying for “funding for the planning, design, and construction of infrastructure projects that will substantially improve the ability of students to walk and bicycle to school...” Manager Allard was asked to forward a copy of this information to Nate Freeman, who had expressed interest in this program.

- d. **Special Town Meeting: May 14, 2007.** Chair Adams noted that this meeting will take place at 7:30 p.m. in the Northfield High School's Mary Granai Corrigan Auditorium.
- e. **"Hunger in Northfield" Forum: May 31, 2007.** The Board was invited to take part in this two-hour forum, which will start at 6:00 p.m. in the Northfield High School Cafeteria. Those interested in taking part should contact Linda Kulas at 485-5760.
- f. **Status Reports: Various Projects**
 - 1. **Tabletop Disaster Drill.** Chair Adams noted in Fire Chief William Lyon's report that this drill was held last week in the Northfield Fire Station as part of the Northfield/Norwich University Hazard Study and Mitigation Plan. Chair Adams asked that in the future, given its role in the Emergency Management command structure for the community, the Selectboard should be informed of such exercises before they take place. Selectman LeClair noted that there would be a "lockdown" training session at the Northfield schools this coming July. The idea is to hold the first such session during school vacation and then hold another when the schools are in session.
 - 2. **Municipal Facilities.** Selectman Morse stated that he had discussed the topic of temporary new quarters for the Police Department with some of the Village Trustees. Those he spoke to seemed favorably disposed.

VII. PUBLIC PARTICIPATION: Non-agenda items

- a. **Christine Blake.** Ms. Blake previously had sent a letter to the Board expressing concerns about water run-off from a culvert near her property on West Hill Road. Chair Adams had asked the members of the Highway Subcommittee to look into this issue and report back to the Board. Selectmen Johnson and LeClair did look into the matter and suggested removing the culvert that was causing this problem. Selectman Morse expressed concerns over whether or not this culvert was on private property. Chair Adams stated that the Board should not take action without first coordinating with the Public Works Department and ascertaining if this culvert was in the Town's right-of-way. He asked Manager Allard to work with Superintendent Lyon on this matter and bring a firm recommendation (with schedule of work) to the Board at the next meeting.
- b. **Sally Davidson.** Ms. Davidson expressed her concern that there would be a conflict of interest should the Board appoint Police Chief Shaw as Grand Juror.

VIII. EXECUTIVE SESSION. Motion by Selectman Morse, seconded by Selectman LeClair, to go into executive session in order to discuss a personnel issue. **Motion passed 5-0-0.**

The Board went into executive session at 8:55 p.m.

Motion by Selectman Morse, seconded by Selectman LeClair, to come out of executive session. **Motion passed 5-0-0.**

The Board came out of executive session at 9:12 p.m.

Motion by Selectman LeClair, seconded by Selectman Morse, to appoint Lawrence Garland as Grand Juror until the 2008 Annual Town Meeting. **Motion passed 5-0-0.**

VIII. ADJOURNMENT. Motion by Selectman Morse, seconded by Selectman Johnson, to adjourn. **Motion passed 5-0-0.**

The Board adjourned at 9:14 p.m.

Respectfully submitted,

Kenneth L. McCann

Kenneth L. McCann, Acting Clerk

These minutes are subject to approval at the next regular Board meeting.